

FAIRFAX COUNTY PARK AUTHORITY

12055 Government Center Parkway
Suite 927
Fairfax, VA 22035-1118



Dear C.I.T. Applicant:

Thank you for your interest in becoming a **Counselor-in-Training (C.I.T.)** for Fairfax County Park Authority's summer Rec-PAC program. Rec-PAC is a structured recreation program with emphasis on leisure skills designed for elementary school children. This year the Rec-PAC program will operate from more than 50 elementary school locations around Fairfax County on weekdays from **June 28** through **August 5, 2004**.

Counselors-in-Training work as part of a staff team to facilitate activities for children. During the summer, students will be assigned to a site and work daily from **8:15 a.m. until 3:45 p.m.** Through this summer position, C.I.T.'s:

- ◆ gain valuable work experience
- ◆ develop new skills
- ◆ practice leadership
- ◆ explore future career possibilities
- ◆ work as a team with college-age staff
- ◆ have fun helping kids

C.I.T.'s must be at least **14 years old to work**. Many C.I.T.'s return year after year, eventually accepting paid Rec-PAC positions when they turn 18 years of age.

To become a C.I.T., here is what you need to do:

1. Select your top three choices for sites from the list of schools and centers. Returning C.I.T.'s have first choice of sites, and while we try to honor site requests, it is not always possible to give everyone their first choice.
2. Complete, sign (both parent & teen) and return these forms **by June 6** via mail or fax:
 - ◆ **C.I.T. Registration Form** - include the appropriate registration fee (check payable to "FCPA" or VISA and Mastercard accepted)
 - ◆ **Counselor-in-Training Agreement** (blue form)
3. Attend an orientation at **Poe Middle School** in Annandale on **Saturday, June 12 from 9:00 a.m. to 12 noon**. You will receive a C.I.T. manual, t-shirt and I.D. card. All participants must attend this training to be a C.I.T. this summer.

How to Contact Us:

CIT Hotline: 24-hour recorded information about the CIT program: **(703) 324-CIT1**
Office: To speak to a staff person 8:00AM – 4:30 PM Monday – Friday: **(703) 324-5514**
Fax: **(703) 631-2004**
Email: recpac@fairfaxcounty.gov and type "CIT FORMS" in subject line
Web: www.fairfaxcounty.gov/parks (for information and downloadable forms)

Fairfax County Park Authority

Counselor-in-Training (CIT) Programs Frequently Asked Questions

What is a CIT?

A CIT (Counselor-in-Training) is a young teenager who assists the staff of FCPA camps and the summer Rec-PAC program. Rec-PAC is a structured recreation program with an emphasis on leisure skills designed for elementary school children.

Who can be a CIT?

Any teen aged 14 to 17 for RECenter, park and school-based sites.

What are the benefits of becoming a CIT?

Because of the experience gained through working, many CITs return in paid positions when they turn 18 years of age. Others use the CIT program to community service hours.

Through this summer position, CITs will:

- Gain valuable work experience
- Develop new skills
- Practice leadership
- Gain work as a team with college-age staff

What if a child is too old for Rec-PAC and not yet old enough to be a CIT?

Because CITs are a part of a team of staff members working with young children, we feel that it is important that there be some age separation between the kids being supervised and the youngest staff members. Fairfax County Park Authority offers a number of summer programs designed for sixth, seventh and eighth graders. For more information, see Parktakes magazine, or call our customer service reps at 703-222-4664.

Am I paid for being a CIT?

No, CITs are volunteers. However, CITs who do well are often hired as Rec-PAC staff once they turn 18 years of age, and experience as a CIT is considered in the Rec-PAC staff hiring process.

Can I get community service hours for being a CIT?

Yes, CIT hours worked are volunteer hours. Check with your school or service club for rules regarding the number and type of volunteer hours you can receive. Each CIT receives an evaluation at the end of the summer and each CIT has a file with documentation of their hours.

Where are the CIT programs?

CITs can choose between working at FCPA camp sites (usually located at RECenters or parks) and at more than 50 school-based Rec-PAC sites located around the county. Sites can change throughout the spring. For the most current list of locations, visit us at:

www.fairfaxcounty.gov/parks/recpac/locations.htm

Can I choose my location?

Location is determined by the needs of the program. On the application, CITs are asked for their top three choices of locations. We try to work with parents to minimize travel time with other siblings in various camps.

What is the difference in the CIT programs at RECenters and at Rec-PAC schools?

CITs at FCPA camp locations (usually at RECenters or parks) assist with various camp programs, including daily swimming. Each CIT must apply and be selected through an interview process. CITs at the more than 50 school-based sites work with the summer Rec-PAC program. Daily activities include crafts, sports, cooperative games, field trips, and special events.

What are the dates of the CIT program?

This year CITs can volunteer at RECenter locations from June 21 through August 27, 2004. At school-based Rec-PAC sites, CITs can volunteer from June 28 through August 6, 2004. There are no programs on July 4.

What are my hours?

CITs at RECenters work from 9:00 AM to 4:00 PM Monday through Friday. CITs at school-based Rec-PAC sites work from 8:15 AM – 3:45 PM Monday through Friday.

How long is my commitment?

For RECenter camp programs, CITs must commit to at least one 2-week period. For Rec-PAC and community center locations, CITs are encouraged to work at least one week and may work the entire summer. Some CITs may be allowed to work only on certain days of the week (for example, Mondays, Wednesdays, and Fridays).

What about family vacation?

CITs should list on their application any family vacation dates when they will not be available to work. CITs are expected to work the dates and times that they have committed to work.

What is the cost of the CIT program?

At FCPA RECenters and camps, the cost is \$80 for each two-week session. For CITs at the more than 50 school-based, the cost is \$50 for the entire summer (regardless of number of weeks worked). All CITs receive a training t-shirt, and manual. New and returning CITs will pay the \$50 fee.

Are scholarships available?

FCPA can waive CIT fees for school-based programs only for those on public assistance defined as those who receive General Relief, Food Stamps, TANF (Aid for Dependent Children), qualify for free or reduced school lunch, and Foster Care. A letter from a caseworker certifying eligibility must accompany the application. No waivers are granted for RECenter-based CITs. For questions, contact the Rec-PAC office at 703-324-5514.

What sort of training do CITs receive?

Every CIT must attend a 3-hour orientation and training on Saturday, June 12, 2004 at Poe Middle School in Annandale, VA. Applicants receive a training manual and learn from experienced staff details in safety, basic work skills, arts and crafts and sports, and policies and procedures. At the completion of the training, CITs must pass a knowledge test and receive an ID card certifying that they have completed the training.

What about persons with disabilities?

Fairfax County Park Authority is committed to giving all citizens equal access to recreational opportunities. In keeping with that policy, reasonable accommodations and support are provided upon request to individuals with disabilities. Accommodations include sign interpreters, assistive listening devices, program modifications and mainstream assistance. Call 703-222-4664 or TTY 703-803-3354 at least two weeks prior to the application deadline for assistance.

What is the deadline for application?

RECenter CITs must contact their site and arrange for an interview. School-based CITs must complete their applications and return them to the Rec-PAC office no later than June 4, 2004.

What if I was a CIT last year?

Returning CITs have first choice of placement at sites based on program needs, and they are required to pay \$50 fee. It is important that returning CITs attend the orientation as a refresher, and learn about changes for the coming summer.

**FAIRFAX COUNTY PARK AUTHORITY &
DEPARTMENT OF COMMUNITY AND RECREATION SERVICES**



Counselor-In-Training Agreement

Name: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

Email: _____

I accept the following Counselor-in-Training position:

Position Title: **Counselor-in-Training (C.I.T.)**

Location Requested (subject to availability): _____

Supervisor's Name: Site Director

Date Beginning: _____ through _____

Commitment Time (Days and Hours): _____

STATEMENT OF COMMITMENT:

- ◆ I understand I am committing myself to the above position as stated.
- ◆ I have read the job description for the position and understand what is expected.
- ◆ I understand that this is a volunteer position with no monetary compensation.
- ◆ I understand it is important for me to attend staff meetings and participate in trainings.
- ◆ I understand I will be supervised by the Director and will be evaluated upon completion.
- ◆ I understand this is a serious commitment, and dependability is essential. Therefore, I will make every effort to arrive at my work site on time and, in the event of illness or family emergency to call the Camp Director in advance if possible.
- ◆ I further understand that the Fairfax County Park Authority and the Department of Community and Recreation Services has the right to terminate my position at any time if my conduct is not compatible with the goals and objectives of my position and the program.

GENERAL WORK RULES:

- ◆ Arrive 15 minutes prior to start of program hours.
- ◆ Set appropriate role model for children in the program.
- ◆ Adhere to specific program rules.
- ◆ Stay with your assigned group at all times.
- ◆ Treat the participants in a professional and appropriate manner.
- ◆ Information concerning participants is **CONFIDENTIAL**.
- ◆ Complete task assignments as outlined in the CIT Handbook.
- ◆ Discuss any program problems, concerns, suggestions, etc., with your Director.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Please – both student and parent should sign this agreement and return it to our office*

Fairfax County Park Authority &
Department of Community and Recreation Services



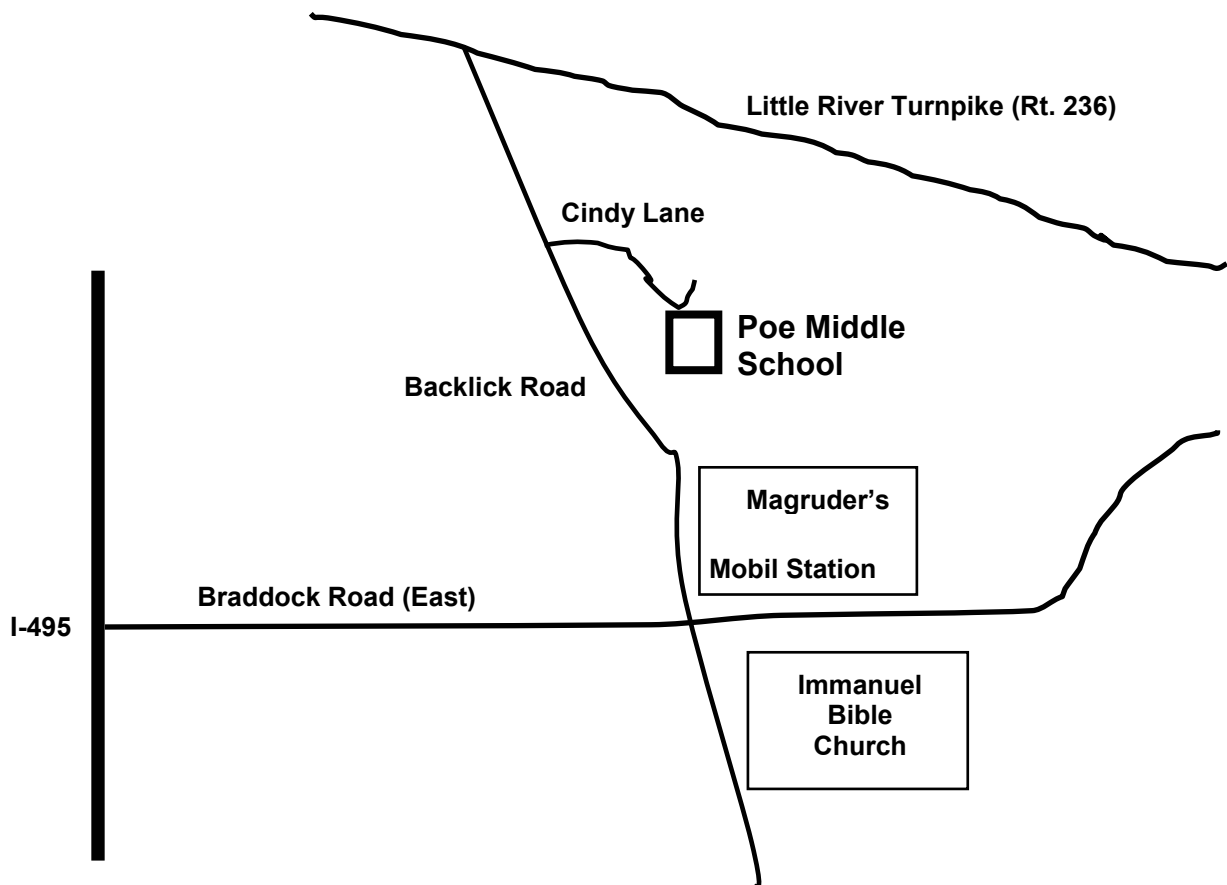
Counselor-in-Training (CIT) Orientation
Saturday, June 12, 2004
9:00 AM – 12:00 noon

Poe Middle School
7000 Cindy Lane
Annandale, Virginia
703-813-3800

Directions:

From I-495 take Braddock Rd. East to Backlick Rd.
Make a left onto Backlick (past the shopping center
with Magruder's supermarket). Take a right onto
Cindy Lane. The school is at the end of Cindy Lane.
Enter through the main entrance.

MAP



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Email: recpac@fairfaxcounty.gov
Web: www.fairfaxcounty.gov/parks (for information and downloadable forms)



Fairfax County Park Authority



Rec-PAC 2004 Summer Locations

Note: Sites are subject to change based on school activity, construction and maintenance needs.
For the most up-to-date list of locations or help selecting a site near you, visit our web site at
www.fairfaxcounty.gov/parks

*No Rec-PAC or Community Center locations are open Monday, July 5th.

School-based Rec-PAC

Program Dates* June 28 – August 6 (Monday – Friday)

Hours of Operation 8:30 a.m. to 3:30 p.m.

(CITs work from 8:15 a.m. to 3:45 p.m.)

PROGRAM LOCATIONS

Elementary Schools

Anthony Lane Elem.	Forestville Elem.	Newington Forest Elem.
Armstrong Elem.	Fox Mill Elem.	Oak Hill Elem.
Belvedere Elem.	Franklin Sherman Elem.	Oak View Elem.
Bellevue Elem.	Garfield Elem.	Oakton Elem.
Bonnie Brae Elem.	Gunston Elem.	Orange Hunt Elem.
Brookfield Elem.	Halley Elem.	Poplar Tree Elem.
(11:30-6:30pm)	Haycock Elem.	Rolling Valley Elem.
Bull Run Elem.	Hayfield Elem.	Sunrise Valley Elem.
Bush Hill Elem.	Hybla Valley Elem.	Silverbrook Elem.
C. Powell Elem.	Kings Park Elem.	Sleepy Hollow Elem.
Cameron Elem.	Lees Corner Elem.	Union Mill Elem.
(11:30-6:30pm)	Little Run Elem.	Wakefield Forest Elem.
Cardinal Forest Elem.	London Towne Elem.	Waples Mill Elem.
Centre Ridge Elem.	Marshall Road Elem.	Waynewood Elem.
Cherry Run Elem.	McNair Elem.	Westbriar Elem.
Columbia Elem.	(11:30am-6:30pm)	Westgate Elem.
Crestwood Elem.	Mt. Eagle Elem.	White Oaks Elem.
Cunningham Park Elem.	Mt. Vernon Woods Elem.	(11:30-6:30pm)
Deer Park Elem.	(11:30-6:30pm)	Woodburn Elem.
Fairview Elem.		Woodley Hills Elem.
Flint Hill Elem..		(11:30-6:30pm)

Community Center Locations

(sponsored by Fairfax County Department of Community and Recreation Services)

Program Dates* June 21 – September 3, 2004

Hours of Operation: 8:30 a.m. to 4:30 p.m. (Monday – Friday)

- Bailey's Community Center
- David R. Pinn Community Center
- Gum Springs Community Center
- Huntington Community Center
- James Lee Community Center
- Mott Community Center

Fairfax County Park Authority

12055 Government Center Parkway, Suite 927 ♦ Fairfax, VA 22035-1115 ♦ (703) 324-5514 FAX (703) 631-2004

Counselor-in-Training (CIT)

Summer Positions at Rec-PAC for Teens Ages 14* and Older

If you are looking for a great summer experience volunteering with elementary school age children, consider the Counselor-in-Training program, a wonderful opportunity for teens to develop their leadership skills in the field of recreation. Successful participation as a CIT in the summer Rec-PAC summer program, can be used as work experience, and may lead toward future employment when the applicant becomes 18 years of age.

CIT REGISTRATION FORM

Member # _____ (See Parktakes Magazine Mailing Label)

Student Name: _____ Birthday ____/____/____

Parent /Guardian Name(s): _____

Street: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____/_____/_____ Returning CIT? ☐ Yes ☐ No

Parent Work Phone: _____/_____/_____ Ext. _____ Emergency Phone: _____/_____/_____

WHERE TO PARTICIPATE

Please select your top 3 choices of work sites from the attached list of school locations

1. _____
2. _____
3. _____

WHEN DO YOU WANT TO ATTEND?

CITs are encouraged to work as many weeks as possible, Monday-Friday for the greatest benefit to themselves and the program.

Check the sessions and days below that you would like to work. Programs run **June 28 through August 5, 2004 at school sites.**

School Sites (8:15 a.m. – 3:45 p.m.)

☐ June 28-July 2 ☐ July 5-9 ☐ July 12-16 ☐ July 19-23 ☐ July 26-July 30 ☐ August 2-6

MARK YOUR CALENDAR - CIT ORIENTATION

Any youth wishing to participate must complete a 3-hour orientation course on **Saturday, June 12, 2004 at Poe Middle School** in Annandale, VA, from **9am-12pm**. The **\$50 fee** (add \$10 for out-of-county residents) includes 3 hours of training, a volunteer certification card, a manual, and a t-shirt. Payments can be made with Visa or Mastercard, or by check. Return to our office by June 4th. Scholarships for the registration fee are available for Fairfax County residents receiving public assistance. To qualify, applicants must apply in advance through the Rec-PAC office by calling (703) 324-5514.

Parental Permission:

I hereby approve my child's participation in this program. I agree to hold harmless and indemnify the Fairfax County Park Authority (FCPA), its employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage which may result from my participation in this activity. FCPA employees have permission in the event I cannot be reached readily in an emergency at my expense to: (1) contact our family physician, or (2) utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital. I give my permission for the use of individual and/or group activity photographs in connection with FCPA publicity. In accordance with the Privacy Act of 1976, this information will be used only for this program.

X Parent/Guardian Signature: _____ Date: _____

Allergies: ☐ bee stings ☐ insect bites ☐ foods ☐ Other explain: _____

What should be done if your child comes in contact with an allergen: _____

Please tell us if your child has any health problems we should know about: _____

Does your child take medication? ☐ Yes ☐ No Medication: Name/Type _____ For _____

Restrictions _____ Physician _____ Phone _____

Payment:

☐ Check (ck # _____) Make checks payable to "FCPA".

☐ Credit Card (Visa ☐ MC ☐ Printed Name on Card _____

Credit Card # _____/_____/_____/_____ Exp. Date ____/____

Credit Card Signature _____



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